

4000 Senior Community Service Employment Program (SCSEP)

4001 Overview

The Senior Community Service Employment Program (SCSEP) fosters useful part-time training opportunities in community service skills for unemployed low-income persons who are 55 years of age or older who have poor employment prospects and also fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

This chapter provides an outline of the Division of Aging and Adult Services operational principles and procedures for the Senior Community Service Employment Program. **This policy chapter is subject to change as additional information and/or regulations are received from the U.S. Department of Labor.**

Reference: Older Americans Act of 1965, as Amended in 2000, P.L. 106-501, Older Americans Act of 1965, as Amended in 2006, P.L. 109-365; Title V; 20 CFR 641; 20 CFR 674.302, 20 CFR 674.305, (3)(7), 20 CFR 674.306, Workforce Investment Act Of 1998, 20.CFR.660, Jobs for Veterans Act of 2002, P.L. 107-288, §4215; Fair Labor Standards Act of 1938 (29U.S.C.201 et seq.)

4002 Operational Principles

4002.1 The SCSEP provides training opportunities to participants that lead to increased participant self sufficiency by:

- A) Helping participants develop a sense of personal and occupational identity including defining realistic employment goals.
- B) Helping participants develop sufficient job related knowledge, and skills so that they will not be confined to one job but can transfer to another as opportunities for advancement arise.
- C) Helping participants develop personal and social skills needed for successful job performance.
- D) Helping participants accept and utilize supervision needed for successful job performance.

4002.2 Beginning July 1, 2007, eligible individuals may participate in SCSEP for a period up to 48 months.

4002.3 Contracted providers will ensure that all participant related data is entered in the SCSEP Performance and Results QPR system (SPARQ) no later than two days after the action occurs.

4003 Operational Procedures for Eligibility

4003.1 Recruitment efforts shall be designed, to the extent feasible, to assure equitable distribution in reaching out to the priority groups identified in section 4004.

4003.2 In order to be eligible for SCSEP, the following criteria must be met:

- A) An individual 55 years of age or older.
- B) A member of a family with a household income that is not more than 125% of the current U. S. Department of Health and Human Services Poverty Guidelines. For purposes of eligibility, income is defined as income received during the 12-month period that ends on the date of application, or the annualized income for the 6-month period that ends on the date of application.
 - 1) Annual household income must be computed by counting the includable income received by the individual during the 12-month period ending on the date of SCSEP application or by counting the annualized income for the 6-month period on that date on a case-by case basis based upon which is more favorable to the applicant in determining eligibility.
 - 2) The following income are included (based on the U.S. Census Bureau's Current population Survey (CPS) definition of "income"):
 - a. Earnings
 - b. 75% of the amount of benefits received under Title II of the Social Security Act
 - c. Survivor benefits
 - d. Pension or retirement income
 - e. Interest income
 - f. Dividends
 - g. Rents, royalties, estates and trusts
 - h. Educational assistance
 - i. Alimony
 - j. Financial assistance from outside of the household
 - k. Other income
 - 3) The following income are excluded:
 - a. Social Security Disability Insurance
 - b. Unemployment Compensation
 - c. 25% of a benefit received under Title II of the Social Security Act
 - d. Payment made to or on behalf of veterans or former members of the Armed Forces under laws administered by the Secretary of Veterans Affairs
 - e. Supplementary Security Income
 - f. Public assistance
 - g. Income from other employment and training programs
 - h. Disability benefits
 - i. All forms of child support
 - j. Worker's Compensation
 - k. The first \$2000 of certain per capita fund distributions to Indians pursuant to the Indian Claims Act, P.L. 93-134 and P.L. 97-458
 - l. Any other income exception required by applicable Federal law – e.g., stipends from programs funded by the Senior Corps of the Corporation for national and Community Service

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- m. Capital gains people received 9or losses they incur) from the sale of property, including stocks, bonds, a house, or a car (unless the person is engaged in the business of selling such property0
- n. Withdrawals of bank deposits
- o. Tax refunds
- p. Gifts
- q. Lump-sum inheritances, insurance payments, gambling and lottery earnings

- 4) For current definitions and examples of income guidelines, go to the Training and Employment Guidance Letters and Older Worker Bulletins found on the Department of Labor's website at <http://wdr.doleta.gov/directives/>

C) Resides in the state of Arizona upon enrollment.

D) Is unemployed upon enrollment.

E) Is eligible to work.

4003.3 Verification of continued income eligibility must be conducted every 12 months between the months of March and May of each program year, or as circumstances require, for individuals who become SCSEP participants.

4003.4 Individuals may be dual eligible for SCSEP and WIA programs.

4003.5 Applicants who are determined to be ineligible for the SCSEP should be given a reason for non-enrollment and, when feasible, should be referred to other potential sources of assistance. If the applicant is job ready, the applicant should be referred to the WIA One-Stop Centers.

4004

Operational Procedures for Enrollment

4004.1 An individual becomes a participant when all eligibility criteria is met and they are assigned a community service assignment with a host agency. An eligible individual shall have priority for enrollment into community service assignments and other authorized activities if the individual:

- 1. is 65 years of age or older; or
- 2. (A) has a disability
(B) has limited English proficiency or low literacy skills
(C) resides in a rural area
(D) is a veteran
(E) has low employment prospects
(F) has failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998; or
(G) is homeless or at risk of homelessness

4004.2 The most current versions of the following documents shall be completed during enrollment

- A) SCSEP Participant Form (Exhibit 4000A) – printed versions from SPARQ are acceptable

- B) Applicant's Confidential Statement of Income (Exhibit 4000B)
- C) I-9 Employment Eligibility Verification (Exhibit 4000C)
- D) Participant Handbook Acknowledgement sheet (Exhibit 4000D, Spanish 4000E)
- E) Physical Examination Statement (Exhibit 4000F)
- F) Applicable tax withholding forms

4004.3 In the event a participant transfers from one SCSEP to another, the Transfer Policy issued by the US Department of Labor will be followed.

4004.4 The applicant shall be provided an orientation to the program and assessed prior to being assigned to a community service training opportunity as described in section 4005 and 4006.

4004.5 All participants will be recertified for eligibility between March and May of each program year.

- A) Participants and their host agency supervisors shall be provided with written notification at least 30 days prior to the date the re-certification is scheduled to occur.
- B) Re-certification shall be conducted in-person with the participant. The documents identified in 4004.2.A, B, and E shall be completed during the re-certification.
- C) Participants who are determined during re-certification to be ineligible for continued enrollment shall be given immediate written notice that enrollment will be terminated 30 days after date of notice as described in 4009. When feasible, the participant should be referred to other potential sources of assistance.

4004.6 For those individuals re-enrolling after termination from the SCSEP, eligibility must be determined as described in 4003.

4004.7 Should funding be available, SCSEP staff may over-enroll eligible individuals on a short-term basis. Over-enrollment levels may match the annual Service Level goal as determined by the US Department of Labor. SCSEP participants in the over enrolled assignments shall be informed in writing that the assignment is short-term.

4005 Operational Procedures for SCSEP Orientation

4005.1 SCSEP orientation must be provided to all new enrollees within 10 days of enrollment.

- A) Orientation to the SCSEP must be provided to all new enrollees before they begin a community service assignment. Enrollees shall be compensated for their attendance if they meet the criteria of a participant as defined in 4004.1. Program orientation will be held during normal business hours and shall include review of the following:

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- 1) Goals and objectives of the SCSEP to include training opportunities and supportive services.
 - 2) Participant's rights and responsibilities.
 - 3) SCSEP Assessment Guide (Exhibit 4000G)
 - 4) Individual Employment Plan (Exhibit 4000H) and plans for transition to unsubsidized employment.
 - 5) Permitted and prohibited political activities.
 - 6) An overview of:
 - a. The Americans With Disabilities Act (ADA).
 - b. The Drug-Free Workplace Act.
 - c. The Age Discrimination in Employment Act (ADEA).
 - 7) Grievance procedures.
- B) Orientation to the host agency must be provided to a participant before they begin the community service assignment at the host agency. Participants shall be compensated for their attendance. Orientation to the host agency will be held during normal business hours and shall include the following:
- 1) Community Service assignment location, description, schedule, and supervisor's name.
 - 2) Administrative procedures.
 - 3) Plans for transition to unsubsidized employment as described in section 4006.2.
- 4005.2 Participants must be provided with the Participant Handbook (Exhibit 4000D, Spanish 4000E) during the orientation. Each participant must indicate that they have received the Participant Handbook by signing the acknowledgement form. Alternative formats are available upon request by calling (602) 542-4446.

4006 Operational Procedures for SCSEP Assessment and Individual Employment Plan (IEP)

- 4006.1 An assessment must be completed on each participant upon enrollment.
- A) The assessment shall be in consultation with the new participant and must consider the following:
- 1) The individual's preference of occupational category, work history, skill gaps, talents, aptitudes, physical capabilities.
 - 2) Need for supportive services.

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- 3) Potential for performing community service training assignment duties.
- 4) Potential for transitioning to unsubsidized employment.
- B) The SCSEP Assessment Guide (Exhibit 4000G) along with career and occupational skill assessments are used to determine the most suitable community service assignment for the participant.
- C) The assessment indicates the starting point for the participant's overall development and is the first step in writing the IEP.
- D) Assessments should be on-going and use formal and informal measures to evaluate the participant's performance, development, and potential. Assessment and reassessment are essential for monitoring the progress of the participant and should be completed in accordance with the participant's IEP.

4006.2 An Individual Employment Plan (IEP) (Exhibit 4000H) must be completed on each participant upon enrollment. SCSEP staff use the assessment as a basis for developing an Individual Employment Plan. The IEP is an agreement between the participant and the SCSEP.

- A) The IEP sets out goals and action steps based on all assessments. The IEP is to be specific, measurable, attainable, relevant, and time limited. The IEP shall be developed, and amended, in partnership and negotiated with the participant to reflect the actions steps to be achieved in order for the IEP goals to be met. The action plan may include any or all of the following:
 - 1) Pre-placement training
 - 2) Supportive services
 - 3) Occupational assessment
 - 4) In-service training
 - 5) Adult Basic Education
 - 6) Job skills training
 - 7) Job search training
 - 8) Job search
 - 9) Transfer to a new assignment
- B) The participant's IEP shall be reviewed at the completion of each identified milestone, every 30 days, or more often if appropriate, for the following reasons:
 - 1) To evaluate the progress of each participant in meeting the objectives of the IEP;
 - 2) To determine the participant's potential for transition to unsubsidized employment;
 - 3) To determine the appropriateness of the participant's current community service assignment, and
 - 4) To review progress toward the participant's employment and training objectives.

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- C) At the time of the IEP review, the following documents must be completed:
 - 1) Participant Evaluation (Exhibit 4000K)
 - 2) Host Agency Supervisor Evaluation Form (Exhibit 4000L)
 - 3) Revised IEP, if appropriate
- D) Should the participant refuse to complete activities consistent with his/her IEP, the participant may be terminated as described in 4009.
- E) Reassessments are documented in the participant's IEP and maintained as part of the participant's permanent record.
- F) A copy of the IEP shall be distributed to the following persons:
 - 1) Participant
 - 2) Participant's Community Service Assignment supervisor.

4006.3 Reassignment of a participant to another community service assignment must be documented in the participant's file case notes and include the following:

- A) SCSEP staff will be responsible for assessing the participant's IEP progress and reassigning the participant to another community service assignment, if necessary. The following factors shall be considered:
 - 1) The participant's progress in meeting his or her IEP goals.
 - 2) The participant's skills and aptitudes.
 - 3) The nature and location of the participant's assignment.
 - 4) The participant's general performance, age, and health.

4007

Operational Procedures for Participant Services

4007.1 The SCSEP provides coordination with other training and placement programs through the WIA One-Stop System.

4007.2 The SCSEP provides training opportunities to participants that lead to increased participant self-sufficiency. All community service assignment hours as well as other training hours must be entered into SPARQ on a quarterly basis.

- A) Participants who have a community service assignment may be provided the following training opportunities which are to be realistic and consistent with the participant's IEP :
 - 1) Community service job training
 - 2) Skills training
 - 3) Classroom training
 - 4) Lectures

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- 5) Seminars
 - 6) Individual instruction
 - 7) Training through other employment and training programs and/or colleges
 - 8) Self development training
- B) Participants shall not be required to pay for SCSEP training. Workers' Compensation provided for participants must include coverage for all community service activities.
- C) SCSEP training is provided through the following activities:
1. Community Service Assignment
- Community Service Assignment Form data (Exhibit 4000I) must be completed and entered into SPARQ when an assignment to a host agency is made.
- a) Community service training is provided through a host agency and offers the participant an opportunity to receive the needed skill training detailed in their IEP.
 - b) Community Service training is a participant friendly approach to serving those who are most in need. Community service training is practical, working with real tasks, with actual equipment and dealing with current issues.
 - c) Community Service training is developed with the SCSEP staff, the Participant and the Host Agency Supervisor and documented on the SCSEP Community Service Assignment Description Form (Exhibit 4000J). Participants may be transferred to different community service assignments to obtain additional skills.
 - d) Additional skill training is permitted and may be combined with each other and/or with job search activities or job clubs.
- 2) General
- a) General training is designed to enhance or refresh a participant's basic skills. It includes skills training, class room training, lectures, seminars and individual training.
 - b) General training must be consistent with the participant's IEP and the costs are reasonable.
 - c) General training may be combined with other training activities, such as community service, specialized training, on-the job experience, or other general training options.
- 3) Specialized
- a) Specialized training is designed to prepare a participant for a particular job or industry.

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- b) The participant's assessment, IEP and assignment determine the training and skills needed to enhance the participant's opportunity to obtain unsubsidized employment.
- c) After completion of the specialized training, the participant may be placed into job search or job club, directly into unsubsidized employment, back into a community service assignment or on-the-job experience.

4007.3 The SCSEP may provide assistance and/or arrangements for needed support services to participants identified through assessment and noted in the IEP. Participants may receive (but are not limited to) the following support services:

- A) Payment of reasonable costs of transportation
- B) Health care and medical services
- C) Special job-related or personal counseling
- D) Incidentals such as work shoes, badges, eyeglasses and tools
- E) Child and Adult Care
- F) Temporary shelter
- G) Follow-up services

4007.4 The SCSEP assists participants to obtain unsubsidized employment.

- A) Efforts to place the participant into unsubsidized placement should begin once the participant has been determined by documented assessment and the attainment of the skills identified in the IEP, to be job-ready. Placement shall be documented on the Unsubsidized Employment Form (Exhibit 4000M) and entered into SPARQ. Documented efforts are to include, but not be limited, to the following:
 - 1) Coordinating with the local One Stop to register the participant in the state's active job registry; to identify suitable, unsubsidized employment opportunities; and identify other forms of job-related assistance.
 - 2) Encouraging host agencies to hire qualified participants.
 - 3) Providing guidance to and assisting participants to contact public and private employers to identify suitable employment opportunities and arrange for interviews.
 - 4) Providing counseling on participant's progress identified in their IEP and in meeting their supportive service needs.
- B) To ensure successful placement, SCSEP staff shall provide supportive services to a participant placed in unsubsidized employment during the first 180-days of placement to determine that the participant receives needed supportive services and to determine

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whether the participant is still employed. Follow-up shall include, but not limited to, the following:

- 1) Determine if the job placement is an appropriate match for the participant and the employer and how satisfactory the job placement is to the participant and the employer.
 - a) Should a problem be identified with the job placement, SCSEP staff shall work with the participant and the employer to resolve the problem. This may be accomplished through the utilization of participant services described in 4007.
- 2) Identify potential SCSEP services required by the participant and/or the employer as described in this section.
- 3) Maintain contact with the participant and their employer at least three times within 180-days of placement. Each follow-up shall be documented on the Unsubsidized Employment Form (Exhibit M). Contacts shall be made based on system calculated dates in SPARQ.
- 4) If a former participant becomes unemployed after the 180-day follow-up, the participant shall be considered for re-enrollment.
- 5) Right of return is limited to participants who exit for unsubsidized employment but do not achieve 30 days of employment within 90 days of exit. Their exit is reversed.
 - a) Individuals who meet the right of return criteria as described in 4007.4 (B)(5) are allowed to return to the SCSEP without being subject to priorities and preferences.
 - b) Right of return participants shall be assigned to the next appropriate and available host agency assignment and the Community Service Assignment Form (Exhibit 4000I) shall be completed.
 - c) If there is not an appropriate assignment available the participant may be placed on an approved wait list until an appropriate assignment is available.

4008 Operational Procedures for Wages and Fringe Benefits

4008.1 Training wages are provided to a participant who is assigned to a community service agency.

- A) Upon community service assignment, a participant shall receive a training wage consistent with the current minimum wage, unless designated as a Program Representative. Program Representative receive a training wage of \$9.00 per hour.
- B) All participants must complete, sign, and submit time sheets and leave request on a regular basis to the host agency supervisor for signature. Supervisors may also request that participant keep a log of specific tasks completed.

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- 1) Time sheets must indicate the number of hours worked per day for each week. This does not include time taken for lunch.

4008.2 The following fringe benefits shall be administered uniformly to all participants

- A) Workers' Compensation coverage equal to that provided by law for covered employment.
- B) Offer of physical examination.
- C) Compensation for scheduled training hours for any of the following federally recognized holidays;
 1. New Year's Day
 2. Martin Luther King/Civil Rights Day
 3. President's Day
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Columbus Day
 8. Veteran's Day
 9. Thanksgiving Day
 10. Christmas Day
- D) Leave without pay, of no more than four weeks, may be granted to a participant when circumstances warrant it. Written requests for leave without pay must be approved by SCSEP staff, and must include an agreed-upon date of return to the assignment. Should the participant be unable or unwilling to return to the assignment on the agreed-upon date, his or her assignment will be terminated unless an extension is authorized by the SCSEP staff.

4009 Operational Procedures for SCSEP Exits

4009.1 Participants may be exited from the SCSEP for the following reasons:

- A) Voluntary termination
- B) Unsubsidized employment
- C) Participant was incorrectly declared eligible as described in 4009.5 and 4009.6
- D) Changes in family income which effect eligibility as described in section 4004.5.C
- E) Lack of participant cooperation
- F) Termination for cause. Cause may include, but is not limited to:
 - Refusal to cooperate in recertifying eligibility;
 - Inability and/or unwillingness to perform assigned training tasks;
 - Unreasonable refusal to accept a different community service assignment;

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- Refusal to accept a reasonable number of job offers or referrals to unsubsidized employment consistent with the SCSEP IEP
- Frequent tardiness;
- Falsification by the participant of time sheets or other official records;
- Insubordination;
- Obscene/abusive language or behavior;
- Non-compliance with substance abuse policy; and
- Failure to cooperate with grantee and/or host agency staff

4009.2 Participants who disagree with the termination described in 4009.1.F may grieve the termination as described in section 4010. When participants are terminated for cause, the SCSEP staff shall inform the participant in writing of the reasons for termination and of the right to grieve in accordance with required procedures described in section 4010. Notification shall be placed in the participant's permanent file.

4009.3 Participant termination must be documented to the fullest extent possible in the participant file and reported on the SCSEP Exit Form (Exhibit 4000N) and entered into SPARQ.

4009.4 When feasible, participants terminated from the SCSEP should be referred to other potential sources for assistance.

4009.5 If, at any time, the SCSEP staff determines that a participant was incorrectly declared eligible as a direct result of false information provided by the participant, the participant shall be terminated immediately.

4009.6 If, at any time, the SCSEP staff discovers that the participant, through no fault of his/her own, was incorrectly determined to be eligible, the participant shall be given written notice of termination effective 30 days from the date of notice.

4010 Operational Procedures for Grievances

4010.1 A copy of the grievance procedures is to be given to new participants as part of the orientation described in 4005.

4010.2 The participant may grieve for the following reasons: service denial and termination.

4010.3 The written grievance shall first be presented to the sub-grantee SCSEP Staff Supervisor. The Supervisor shall schedule an informal meeting(s) with the participant within 14 calendar days of the grievance.

- A) If the grievance can be resolved during this meeting, the SCSEP Staff Supervisor shall provide written documentation of the resolution and submit the documentation to the participant and enter into the participant file.
- B) If the grievance cannot be resolved during this meeting, the SCSEP Staff Supervisor shall schedule a meeting with the sub-grantee Director within 14 calendar days following the informal meeting with the SCSEP Staff Supervisor and the participant.

4010.4 The meeting shall consist of the following process to resolve the issue(s) during the meeting with the Sub-grantee Director SCSEP Staff Supervisor, and participant:

- A) The SCSEP Sub-grantee Director shall facilitate the meeting and render a decision in writing within 14 calendar days following the scheduled meeting. The decision, including the justification for the decision shall be submitted in writing to the participant A copy shall be maintained in the participant file.
- B) The participant has the a right to request an administrative review of the SCSEP Sub-grantee Director's decision by the Division of Aging and Adult Services Assistant Director or designee. The Division's decision is final.
- D) The U.S. Department of Labor only reviews grievances that are in violation of federal law.

4011 Operational Procedures for Case File Documentation

4011.1 Participant files must be maintained in accordance with the requirements for confidentiality outlined in the Division of Aging and Adult Services Policy and Procedures Manual Chapter 1900.

- A) All information regarding the individual and their families that is obtained through program forms, interviews, assessments, evaluations, and other related activities, is confidential.
- B) Confidential information may not be revealed without the permission of the individual or the program participant.
- C) Such information should only be divulged as necessary for purposes related to the performance or evaluation of the project and only to persons having official responsibilities to the extent necessary for proper administration of the program.

4011.2 The following documentation is required to be maintained in the participant's case file by the SCSEP staff: Corresponding screen prints from SPARQ are acceptable in lieu of printed forms for items B, I, M and N.

- A) Case Notes documenting at a minimum supportive service referrals, counseling reports, job development efforts made and the results of the efforts, follow-up to unsubsidized placements, and other participant related activities.
- B) Participant Form (Exhibit 4000A).
- C) Applicant's Confidential Statement of Income (Exhibit 4000B).
- D) I-9 Employment Eligibility Verification (Exhibit 4000C).
- E) SCSEP Participant Handbook Acknowledgement Form (Exhibit 4000D, Spanish 4000E).

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- F) Physical Examination Statement (Exhibit 4000F) and/or a Record of Physical Examination(s). Physical forms must be in a separate locked file.
- G) SCSEP Assessment Guide (Exhibit 4000G).
- H) Individual Employment Plan (Exhibit 4000H).
- I) Community Service Assignment Form (Exhibit 4000I), work schedules and time sheets.
- J) SCSEP Community Service Assignment Description Form (Exhibit 4000J).
- K) Participant Evaluation (Exhibit 4000K).
- L) Host Agency Supervisor Evaluation Form (Exhibit 4000L).
- M) Unsubsidized Employment Form (Exhibit 4000M).
- N) Exit Form. (Exhibit 4000N).

4012 Operational Procedures for Storage of Confidential Information

4012.1 The SCSEP staff and host agencies shall ensure the confidentiality of participant information. Confidential information shall be maintained in locked files. If electronic records are utilized, confidential information must be secured.

4012.2 The SCSEP staff and host agencies shall retain all participant data and other records relating to the Program for a period of five years after termination.

4013 Operational Procedures for Programmatic Reporting

4013.1 The SCSEP staff shall ensure data is collected for SCSEP services for its respective service area. Unless otherwise approved by the Division of Aging and Adult Services, SCSEP will utilize the following forms for programmatic reporting:

- A). SCSEP Performance and Results Quarterly Progress Report (SPARQ/QPR) (Exhibit N.)
- B) The following Management Reports from SPARQ:
 - 1. Applicants
 - 2. Participants
 - 3. Follow-ups
 - 4. Host Agencies
 - 5. Employers

Any other newly developed reports

4013.2 All data must be accurately entered in the SPARQ 2 system within **two (2) business days of the date of the activity** to ensure timely calculation and production of the QPR.

4013.3 Indicators of SCSEP performance is measured utilizing the following:

- 1. Core Indicators:
 - A) Community Service;
 - B) Common Measure Entered Employment;
 - C) Common Measure Employment Retention;
 - D) Common Average Earnings
 - E) Service level

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- F) Most In Need including individuals who -
 - 1. have a (severe) disability
 - 2. are frail or are age 75 or older
 - 3. meet the eligibility requirements related to age for, but do not receive benefits under Title II of the Social Security Act (42 U.S.C. 401 et. seq)
 - 4. live in an area with persistent unemployment and are individuals with severely limited employment prospects
 - 5. have limited English proficiency or low literacy skills
 - 6. are 65 years of age or older or
 - 7. reside in a rural area
 - 8. is a veteran
 - 9. is homeless or at risk for homelessness
- 2. Additional Indicators
 - A Retention in unsubsidized employment for one (1) year
 - B. Satisfaction of the participants, employers and host agencies with their experiences and the services provided
 - C. Any other indicators of performance that the Secretary of Labor determines to be appropriate to evaluate services and performance.

EXHIBITS

4000A	Participant Form
4000B	Applicant's Confidential Statement of Income
4000C	I-9 Employment Eligibility Verification
4000D	Participant Handbook
4000E	Participant Handbook, Spanish (Manual Para El Participante)
4000F	Physical Examination Statement
4000G	SCSEP Assessment Guide
4000H	Individual Employment Plan
4000I	Community Service Assignment Form
4000J	SCSEP Community Service Assignment Description Form
4000K	Participant's Evaluation Form
4000L	Host Agency Supervisor's Evaluation Form
4000M	Unsubsidized Employment Form
4000N	Exit Form
4000O	SCSEP Quarterly Progress Report - ETA 5140

4100 Senior Community Service Employment Program (SCSEP) Host Agencies

4101 Overview

The Senior Community Service Employment Program (SCSEP) fosters useful part-time training opportunities in community service skills for unemployed low-income persons who are 55 years of age or older who have poor employment prospects and also fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

Community service activities are provided through community service training assignments at host agencies which must be a governmental or non-profit, non-partisan organization.

4102 Operational Principles

4102.1 The host agency shall provide orientation, supervision, instruction and training to each participant. A host agency shall provide supervision to enable each participant to perform productively and effectively in accordance with their IEP.

4102.2 The host agency shall consider hiring each participant into an unsubsidized position within the host agency when an appropriate vacancy occurs.

4103 Operational Procedures for Host Agency Development

4103.1 Those organizations eligible to act as community service training sites (host agencies) for the SCSEP are public agencies and private organizations exempt from the taxation under the provision of Section 501(c)(3) of the Internal Revenue Service Code of 1954. A copy of the Internal Revenue Service Code Section 501(c)(3) should be in each host agency file. Host agencies sites can include, but are not limited to the following:

- A) Public agencies such as public health departments, school systems, social service departments, courts, police departments, housing authorities, child and youth services, adult services, general hospitals, community mental health centers, mental hospitals, recreation departments, community development/outreach services, employment services, vocational counseling rehabilitation services, social services agencies, local Federal agencies, extension services and local tribal government agencies.
- B) Private Non-Profit Organizations such as voluntary hospitals, neighborhood health centers, community and neighborhood centers, health and welfare council agencies, community action agencies and private schools.

4103.2 **Maintenance of Effort** -All activities funded under this project shall not:

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1) Reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program 2) Result in the displacement of currently employed workers, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits.

3) Employ or continue to employ any participant to perform work the same or substantially the same as that performed by another person who is on layoff.

4) Impair existing contracts for such services, or result in substitution of Federal funds or other funds in connection with work that would otherwise be performed.

4103.3 The following criteria shall be considered in the recruitment and selection of a host agency site(s):

- A) Capability to provide a safe environment with adequate space and equipment for the participant.
- B) General responsiveness to the goals and objectives of the SCSEP.
- C) Ability to comply with program requirements.
- D) Ability to provide community service assignments that support the IEP goals and offer opportunities for the participant to enhance skills and be transitioned to unsubsidized employment.
- E) Capability to provide the participant with training that will develop marketable skills in all business sectors.
- F) Capacity to supervise the participant on a day-to-day basis.
- G) Exhibits the potential for employing the participant on a permanent basis.
- H) Ability to ensure the participants is given the same consideration and treatment as other staff members.
- I) Ability to prepare an appropriate assignment description and to adjust the description as the participant develops additional skills.
- J) Ability to approve time for participants and the supervisor to attend SCSEP training meetings.
- K) Appropriateness of community service assignment for SCSEP participants.

4103.4 SCSEP staff shall conduct an orientation for host agencies to their role and responsibilities to the SCSEP and the SCSEP participants. At a minimum, orientation should include the host agency roles and responsibilities to orient, supervise, train, and instruct the participants assigned to the agency. Host agencies may be provided with a copy of the SCSEP Participant Handbook. The host agency is informed of the established Affirmative Action procedures to assure that no person shall, of the grounds of race, creed, color, handicap, national origin, sex,

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political affiliation, or beliefs, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any project or activity funded in whole or part with funds made available under SCSEP.

4103.5 Whenever possible, participants shall be assigned community service assignments in or near the communities in which they reside.

4103.6 The community service assignments established by the host agency shall relate to the objectives of the SCSEP and support the participant's IEP:

- A) Result in the expansion of the host agency site's existing services or initiation of new services.
- B) Have organizational significance to the host agency site and contribute to the general welfare of the community.
- C) Are structured on a level that meets the participant's skills, abilities, and interests, and which can lead to unsubsidized employment.

4103.7 Priority community service assignments are with host agencies providing services to the elderly with special emphasis on low-income elderly.

4103.8 Participants shall not be assigned to a host agency site involving the construction, operation or maintenance of any facility used or to be used as a place for religious instruction or worship nor private, profit-making organizations.

4103.9 Participants shall receive the same level of supervision and training as employees performing comparable jobs at the host agency.

4103.10 Host agencies shall include participants in their regular staff meetings.

4104 Operational Procedures for Host Agency Monitoring

4104.1 The Host agency site(s) shall be monitored by the SCSEP staff at least once every 90 days following the participant community service assignment to ensure the following:

- A) The participant's assignment tasks are consistent with the goals set in the IEP.
- B) The participant is making progress in meeting their IEP goals.
- C) Compliance with SCSEP requirements.

4104.2 The SCSEP staff shall ensure completion of the Host Agency Monitoring Form (Exhibit 4100A) and a copy shall be maintained in the host agency file.

4104.3 Areas to be monitored include, but are not limited to the following:

- A) Safety and working conditions at the host agency site.
- B) Possibility of additional training at the host agency site.

- C) Possibility of unsubsidized employment at the host agency site.
- D) Host agency compliance with community assignment description.
- E) Participant involvement in training outside the host agency community service assignment.

4104.5 The following documentation is required to be maintained by the SCSEP staff for each host agency:

- A) Host Agency Monitoring Form (EXHIBIT 4100A)
- B) Host Agency Application (EXHIBIT 4100B)
- C) Host Agency Agreement (EXHIBIT 4100C)
- D) 501(c)(3) Certification for Private Non-profit Training Sites
- E) SCSEP Community Service Assignment Description Form (Exhibit 4000J)

EXHIBITS

4100A Host Agency Monitoring Form

4100B Host Agency Application

4100C Sample Host Agency Agreement

4000J Community Service Assignment Description Form